

BlueJeans Rooms

Calendar Integration Guide



Introduction

Any BlueJeans Room running in Enterprise Mode can be integrated with a calendar service. This provides the Room with a dedicated calendar resource, enabling users to add meeting and events to the Room's schedule. This integration is accomplished by providing the BlueJeans Relay service with read-only access to the Room's calendar. Relay then facilitates communication between the calendar resource and the BlueJeans Room.

Please Note:

This guide will walk through how to setup Office 365 with **Relay for BlueJeans Rooms ONLY**. If you plan on also using Relay with traditional conference rooms (Cisco, Lifesize, Polycom, etc.), then please refer to our standard [Relay Guides](#) for those setups.

1 – Creating a new user in Office 365

For Relay to read meeting and event details, a new user must be created for Relay within your Office 365 environment. This allows Relay to log into the Exchange Online SOAP server and view the calendars it has permissions to see. You only need to create one user for Relay, even if you have multiple room resources.

- If you've already created a user in Office 365 for Relay, then you can skip to [Step 2](#).

Creating a new user:

1. Log into the [Office 365 Admin Center](#)
2. Go to [Users](#) > [Active users](#)
3. Click the **+** button, then select [Add a user](#) to open a [new user](#) form
4. Fill out the form and [Save](#)
 - The user name chosen will be used during [Step 4](#). It is recommended to use "relay" as the username.

2 – Disable password expiration

The password for the newly created User account should be set to never expire, **otherwise calendar synchronization will fail every month.**

Disabling password expiration:

1. Install the [Azure AD Module](#) and prerequisite software
2. Open the [Windows Azure Active Directory Module for Windows PowerShell](#)
3. Run [Connect-MsolService](#) to login
4. Disable password expiration with the following command:
 - Replace the **placeholder text** with the values used during [Step 1](#).

```
Set-MsolUser -UserPrincipalName relay@mycorp.onmicrosoft.com -PasswordNeverExpires $true
```

5. Close the PowerShell window

3 – Creating a new room mailbox resource

The BlueJeans Room requires a dedicated calendar resource to populate meetings on its schedule for one-touch joining.

- If your room already has a calendar, then you can skip to [Step 4](#).

Creating a new room mailbox resource:

1. Log in to the [Office 365 Exchange Admin Center](#)
2. Go to [recipients](#) > [resources](#)
3. Click the **+** button and select [Room mailbox](#) to open the [new room mailbox](#) form
4. Fill out the form and [Save](#).
 - The room name will be used during [Step 4](#).

4 – Sharing the calendar with Relay

The Relay alias, created in [Step 1](#), must be given sufficient access to the new room resource calendar. This allows Relay to pass meetings details from calendar to the BlueJeans Room.

Connecting to Exchange Online with PowerShell:

1. Open Windows PowerShell as an admin and run the following command:

```
Set-ExecutionPolicy RemoteSigned
```

2. Open Windows PowerShell as a non-admin and log into Exchange Online by running the following three commands:

```
$UserCredential = Get-Credential

$Session = New-PSSession -ConfigurationName Microsoft.Exchange -ConnectionUri
https://outlook.office365.com/powershell-liveid/ -Credential $UserCredential -
Authentication Basic -AllowRedirection

Import-PSSession $Session
```

Sharing the calendar with the Relay:

1. From your logged-in session of PowerShell, type in the following commands and replace the **placeholder values** with the values used during [Step 1](#) (user name) and [Step 3](#) (room name).
2. Grant Relay [read-only access](#) to the resource calendar

```
Add-MailboxFolderPermission -Identity room_name:\Calendar -User user_name -AccessRights Reviewer
```

3. Grant Relay access to read the [subject, body, and private flag](#) of meetings

```
Set-CalendarProcessing -Identity room_name -DeleteComments $false -DeleteSubject $false -
AddOrganizerToSubject $false -RemovePrivateProperty $false
```

4. Repeat the above command lines for each room resource.
5. When you're done, run the following command to log out:

```
Remove-PSSession $Session
```

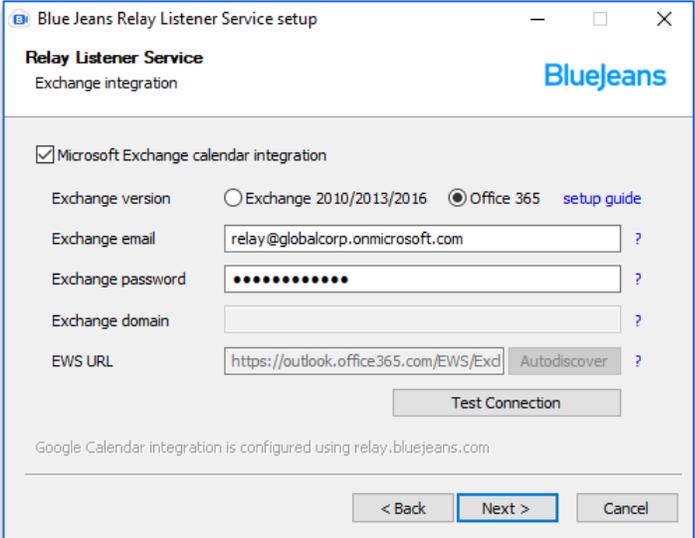
6. Proceed to [Step 5](#) when finished.

5 – Configuring the Listener Service for Exchange integration

Now that the Relay user has sufficient access to the room calendar, the next step will be to configure the Relay Listener Service with Exchange integration. If you have not yet deployed the Relay Listener Service on your network, then please [Click Here](#) to review our installation guide for BlueJeans Room deployments.

Setting up Exchange integration with the Listener Service:

1. Launch the [Listener Service installer](#) to start the setup wizard
2. Uncheck the [Keep Existing Configuration](#) checkbox
3. Select the Listener Service that has already been installed or create a new one
4. Check the [Microsoft Exchange calendar integration](#) checkbox
5. Select [Office 365](#) as the Exchange version
6. Fill in the information using the [Relay user's credentials](#) created in [Step 1](#).
 - The Domain, EWS URL, and Autodiscover fields are disabled for Office 365 as they are set values.
7. Click [Next](#) and follow the setup wizard to complete the integration



The screenshot shows the 'BlueJeans Relay Listener Service setup' window. The title bar reads 'BlueJeans Relay Listener Service setup'. The main window title is 'Relay Listener Service' with a subtitle 'Exchange integration' and the BlueJeans logo in the top right. A checkbox labeled 'Microsoft Exchange calendar integration' is checked. Below this, there are several fields: 'Exchange version' with radio buttons for 'Exchange 2010/2013/2016' and 'Office 365' (selected), and a 'setup guide' link; 'Exchange email' with the value 'relay@globalcorp.onmicrosoft.com'; 'Exchange password' with masked characters; 'Exchange domain' (disabled); and 'EWS URL' with the value 'https://outlook.office365.com/EWS/Exch' and an 'Autodiscover' button (disabled). A 'Test Connection' button is located below these fields. At the bottom, there is a status message: 'Google Calendar integration is configured using relay.bluejeans.com'. Navigation buttons '< Back', 'Next >', and 'Cancel' are at the bottom right.

6 – Command Center Integration with Calendar ID

Once the calendar has been shared with Relay and the Listener Service has access to Exchange, then you'll need to integrate with BlueJeans Rooms through Command Center.

Connect with Command Center:

1. Log into your [BlueJeans Admin](#) account
2. Open the [Command Center](#) and select the [Rooms](#) tab
3. Pick the [BlueJeans Room](#) that you want to integrate the new calendar resource with
4. Click the [CONNECT CALENDAR](#) button
5. Select [Exchange](#) as your calendar service
6. Fill in the [Calendar ID](#) with the [Email Address](#) of the room mailbox created in [Step 3](#).
7. Click [Save](#) and you're done!

It is recommended to schedule a test meeting to confirm Relay can pass the meeting from Office 365 to the BlueJeans Room & Command Center. The full walkthrough on integrating a Calendar with your BlueJeans Room, please [Click Here](#) for our Knowledge Base article.